



Town of East Hartford

Children's Librarian (Teen Services)

Develops and conducts programs for young adults to encourage the use of library services including collection development. Proficient with current technologies plus technology instruction. Ability to use social media especially Facebook and pinterest. Public Library experience with teens preferred. Full-time position - thirty-five hours per week. Starting salary is \$55,633 plus benefits. Employment application is available at www.easthartfordct.gov. Completed application must be returned to East Hartford Human Resources Dept., 740 Main Street, East Hartford, CT 06108 by September 6, 2013.

The Town of East Hartford is an Equal Opportunity Employer

TOWN OF EAST HARTFORD

TITLE: Children's Librarian

LEVEL: 7

DEPARTMENT: Library

DATE: 9/7/10

GENERAL DESCRIPTION:

Works under the general supervision of the Library Director. Plans, organizes, and supervises library program for pre-school, elementary, and young adult library users. Performs professional library services in assisting library patrons in the selection and use of library materials.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written directions from the Library Director.
- Plans and organizes work according to season of year, special events, and regular library schedule.
- Assigns work to library technical assistants, clerks and support staff.
- Develops and conducts programs for children and young adults to encourage reading, viewing and listening skills, and to use library facilities and materials.
- Examines professional publications and other sources for selection of books, periodicals, and related materials.
- Helps build collection of books, periodicals, and communication materials through consultation with Director, staff members, and independent selection.
- Assembles and arranges displays of books and other materials.
- Oversees the transfer of information in processing circulation, registrations, overdues and billings.
- Develops brochures, booklets, and newsletters to publicize the services and resources of the library.
- Prepares reading lists for school and community distribution
- Provides training and supervision to library assistants, clerks, and volunteers.
- Participates in the selections and evaluation of library support staff.
- Opens and closes library building according to security procedures.
- Prepares regular narrative and statistical reports for the Director.
- Reports goals achieved to the Director.

ADDITIONAL JOB FUNCTIONS:

- Organizes programs and activities with school librarians, teachers, parent's groups, and community organizations.
- Conducts story-telling programs for pre-school children.
- Arranges programs using volunteers, artists, and others.
- Assumes responsibility for library in absence of Director and Assistant Director.
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Artistic skills used in creating posters, displays, etc. highly desirable.
- Ability to relate and interact with school and cultural organizations needed.
- Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.
- Ability to work effectively with library staff and patrons.
- Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, PC applications, Kids Cat, and Macintosh computer.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS

- Master's Degree in Library Science, including course work in specialty and three years of library experience, including one year of supervisory experience, or equivalent experience.

LICENSING REQUIREMENTS:

None

NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.



TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108
www.easthartfordct.gov

Phone
(860) 291-7221

APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

| | | | | |
|---|-----------|--|----------|-----------|
| APPLICANT'S NAME (LAST, FIRST, MIDDLE) | | | | |
| STREET ADDRESS | CITY/TOWN | STATE | ZIP CODE | HOW LONG? |
| TELEPHONE NUMBER (HOME) | | TELEPHONE NUMBER | | |
| | | Work () Cell () | | |
| POSITION APPLIED FOR | | | | |
| ARE YOU AT LEAST 18 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO | | ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| AVAILABILITY <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME | | DATE AVAILABLE FOR WORK | | |

EDUCATION

| Did you graduate from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No | If "No", highest grade completed: _____ | | | | | | | | | | | | | | | | |
|--|--|--------------|--------------------|--------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Name of high school: _____ | Do you have a high school equivalency Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | | | |
| Address: _____ | Place HS equivalency was granted: _____ | | | | | | | | | | | | | | | | |
| List all colleges, business schools or technical schools you attended in chronological order, most recent listed first: | | | | | | | | | | | | | | | | | |
| <table border="1"><thead><tr><th>School</th><th>Address</th><th>Course/Major</th><th>Degree/Certificate</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table> | School | Address | Course/Major | Degree/Certificate | | | | | | | | | | | | | |
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| List any licenses or certificates required for the position for which you are applying (e.g., CDL, nursing, engineering), including date of issue, issuing authority, expiration date and license/certificate number. | | | | | | | | | | | | | | | | | |
| List any special courses, training programs or other training that is relevant to the position for which you are applying, including name and location where training was given, certificate received, if any, dates attended, subject of training, number of hours weekly (attach additional sheet if necessary). | | | | | | | | | | | | | | | | | |
| List any office equipment or machinery you can operate that is relevant to the position for which you are applying. | | | | | | | | | | | | | | | | | |

| | | |
|---|--|--|
| RECRUITING INFORMATION How did you hear about this job? (Please check one) | <input type="checkbox"/> Newspaper Name of Newspaper: _____ | <input type="checkbox"/> Community Agency Please give name: _____ |
| | <input type="checkbox"/> Town Employee Name _____ | <input type="checkbox"/> Internet name of website: _____ |
| | <input type="checkbox"/> Referral Service Please give name: _____ | <input type="checkbox"/> Other _____ |

List below, chronologically (most recent dates first) each place you were employed, omitting none (attach additional sheet(s) if necessary). Give correct, full addresses, and dates of non-employment in proper sequence. Include all part-time employment.

YOU MUST COMPLETE THIS SECTION EVEN IF YOU ARE ATTACHING A RESUME

IMPORTANT: May we contact your present employer? ☐ YES ☐ NO

| | | | |
|----------------------------------|---|-----------|------------------|
| Name of Employer | | Job Title | |
| Address | | City | State Zip Code |
| Dates of Employment: | Name and Title of Supervisor | | Telephone Number |
| From _____ / _____ month year | Description of duties, responsibilities, and significant accomplishments: | | |
| To _____ / _____ month year | | | |
| Salary: | | | |
| Starting \$ _____ per _____ | | | |
| Ending \$ _____ per _____ | | | |
| # Hrs. Worked Weekly | Reason For Leaving | | |

| | | | |
|----------------------------------|---|-----------|------------------|
| Name of Employer | | Job Title | |
| Address | | City | State Zip Code |
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| To _____ / _____ month year | | | |
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| To _____ / _____ month year | | | |
| Salary: | | | |
| Starting \$ _____ per _____ | | | |
| Ending \$ _____ per _____ | | | |
| # Hrs. Worked Weekly | Reason For Leaving | | |

Have you ever been discharged from a place of employment for cause? ☐ YES ☐ NO
If yes, please describe _____



CERTIFICATION (READ CAREFULLY)

I hereby certify that the information I have provided on this application, including any attachments, is true and complete. I understand that if I falsify, omit or misrepresent any information on this application, or during an employment interview, should I be granted one, I may be disqualified from the selection process or discharged from employment, whenever the falsification or omission is discovered.

I understand that all statements made on this application are subject to verification. I authorize all persons or organizations listed on this application, except my current employer if noted above, to provide the Town with any and all information they may have concerning my previous employment, personal history, education and any other subjects covered by this application, and hereby release them, the Town, and the Town's current and former agents and employees from liability for any harm resulting from the disclosure of such information.

I understand that this application is not an employment contract, job offer or guarantee of employment. I further understand that if I receive a job offer, it is conditioned on my satisfactory completion of a criminal history check, drug test, medical examination and any other conditions listed in the job offer letter.

Signed _____

Date _____



Name: _____ Position Applied For _____

References: List below three individuals who can describe your qualifications for this position, preferably supervisors, professors, colleagues, etc.

Name: _____

Address: _____

Job Title: _____

Name of Work Place: _____

Phone: _____

Name: _____

Address: _____

Job Title: _____

Name of Work Place: _____

Phone: _____

Name: _____

Address: _____

Job Title: _____

Name of Work Place: _____

Phone: _____

TOWN OF EAST HARTFORD CRIMINAL CONVICTION INFORMATION

You are required to list any criminal conviction, regardless of the nature, date or location of the conviction, except for minor traffic offenses or a conviction that has been erased under Connecticut law. Attach additional sheets of necessary.

The types of criminal records subject to erasure under Connecticut law are: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which you were found not guilty; and (e) a conviction for which you received a full pardon. If your only criminal record consists of items that have been erased under Connecticut law, then you are deemed never to have been arrested with respect to the erased proceeding and may swear so under oath.

This information will be made available only to the members of the Human Resources Department and to those persons interviewing the candidate.

A criminal conviction will not necessarily disqualify you from the application process, but will be considered as it relates to the position you are seeking and in light of any applicable state or federal law.

| Date of Conviction | Offense | Location of Conviction (City and State) | Sentence | Date Sentence Completed |
|--------------------|---------|--|----------|-------------------------|
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The information provided above is subject to all of the terms and conditions set forth in the certification on page 3 of the employment application form.

Name (Print)

Position You Are Seeking

Applicant's Signature

Date

AUTHORIZATION & RELEASE

(GENERAL EMPLOYMENT)

TOWN OF EAST HARTFORD
DEPARTMENT OF HUMAN RESOURCES
740 MAIN STREET
EAST HARTFORD, CT 06108
(860) 291-7221
(860) 291-7224 (FAX)

DISCLOSURE NOTICE TO JOB APPLICANTS

In connection with your employment application, a consumer report, and/or an investigative consumer report including information with respect to your credit history, criminal convictions, motor vehicle violations, employment history, education, character, general reputation, and personal characteristics, whichever are applicable, may be made. You have the right within a reasonable period of time after receipt of this notice to make a written request for additional information as to the nature and scope of the investigation and a written summary of your rights under the Fair Credit Reporting Act. Such requests should be mailed to the address above.

In consideration of the Town of East Hartford's acceptance of my application to be considered for employment with the Town, I hereby voluntarily authorize the Town of East Hartford and its officers, officials, employees and agents to conduct a personality survey and to investigate my past employment history and activity, educational background, financial records, medical records, military records, criminal records, motor vehicle records, background investigation records, or whatever confidential or privileged information necessary to complete this investigation of my suitability to become an employee of the Town.

I hereby agree to cooperate in such investigation and acknowledge receipt of the above Disclosure Notice. I understand and agree that the Town may use copies of this Release to obtain information about me from whatever sources it deems necessary to interview, and expressly authorize such sources to provide assistance to me and the Town in my efforts to be employed by the Town of East Hartford. I also request that sources contacted by the Town accept a photocopy of this Release in lieu of an original, and hereby release and agree to indemnify and hold harmless any and all persons, including corporations and other business entities who may assist the Town in its efforts to determine whether or not I am a suitable candidate for employment.

I hereby acknowledge that I have read and fully understand the contents of this document and have freely signed same. I also agree that, if hired, this authorization shall remain on file and shall serve as an ongoing instrument for the Town of East Hartford to procure investigation reports at any time during my employment period.

This form must be notarized or witnessed by EHHRD in order to be considered for employment

Signature: _____ Date Signed: _____

Print Name: _____ Social Security No.: _____ - _____ - _____

Address: _____ State: _____ Zip Code: _____

Subscribed and Sworn to before me, a Notary Public, in and for County of _____,
and State of _____, this _____ day of _____, 20____.

Notary Public /or

My Commission Expires:

Witness -East Hartford Human Resource Dept.

Revised 02/08